Karuk Community Health Clinic
64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270

Karuk Tribe

Administrative Office
Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Karuk Dental Clinic
64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Vacancy Announcement

Title:	Dental Receptionist
Reports to:	Assistant Dental Director/Lead RDA
Location:	Happy Camp, CA/Yreka, CA
Salary:	$21.00 to $31.00, per hour/DOE
Classification:	Full Time, Regular, Non-Exempt

Summary: The Dental Receptionist receives patients and clinic visitors, provides telephone support, schedules appointments and enters patient data into the electronic record system as indicated. Responsible for the confidentiality and security of all patient information including medical/dental records. Possesses knowledge and follows the current Karuk Tribal Health Program policies and procedures and works as a part of the Karuk Tribal Health Program to promote a positive attitude in an environment of continuous quality improvement.

Application Deadline: December 10, 2026 at 5:00 pm

Applications are available at all Tribal Offices or on the Internet at www.karuk.us. The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply.

If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: www.karuk.us or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2043, Fax: (855) 437-7888, Email: Humanresources@karuk.us

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POSITION DESCRIPTION

Title:	Dental Receptionist
Reports To:	Assistant Dental Director/ Lead RDA
Location:	Happy Camp, CA/Yreka, CA
Assigned Work Location:	Dental Clinic
Salary:	$21.00 to $31.00 per hour/ DOE
Classification:	Full Time, Regular, Non-Exempt

Summary: The Dental Receptionist receives patients and clinic visitors, provides telephone support, schedules appointments and enters patient data into the electronic record system as indicated. Responsible for the confidentiality and security of all patient information including medical/dental records. Possesses knowledge and follows the current Karuk Tribal Health Program policies and procedures and works as a part of the Karuk Tribal Health Program to promote a positive attitude in an environment of continuous quality improvement.

Responsibilities:

1. Carries out the function of scheduling, rescheduling and cancellation of patient appointments using the Dentrix/eClinical Works (eCW) patient registration and appointment scheduling modules.
2. Prints daily appointment schedules for the appropriate dental staff.
3. Assists in the appropriate collection and verification of all required billing information e.g., Medicare cards, MediCal cards, insurance cards/information and cash payments.
4. Assists in completion of new patient registration and registration updates as needed into the Dentrix/eCW and/or Patient Record system.
5. Advocates acceptable patient conduct in the lobby and shall assist in keeping the lobby and restroom neat.
6. Greets visitors and provides them with appropriate information. When needed, has them sign in, take a visitor's badge, and be escorted while in the building.
7. Professionally answers the phone, routes calls, and takes or delivers messages.
8. Mails out broken and cancellation appointment notices, collects billing information for referrals, and assists patients with prescription refills as necessary.
9. Assists with patient referrals. Maintains referral log, schedules appointments, keeps current with Purchase Referred Care (PRC) to ensure all documentation is complete and funding is available to cover referrals eligible for Sliding Fee Schedule (SF).
10. Maintains all dental logs, including, but not limited to, patient referral log, dental lab log, recall lists, and quick call lists.

11. Provides support for the back office as needed.
12. Assists in dental chart preparation prior to patient appointments.
13. Prepares purchase requisitions, when necessary.
14. Cooperates and demonstrates the ability to work well with other Karuk Tribal Departments, as necessary.
15. Coordinates incoming and outgoing dental lab orders.
16. Assures the confidentiality and security of all dental health records according to current Karuk tribe health policies and procedures and Health Insurance Portability and Accountability Act (HIPAA).
17. Serves on health committees as requested.
18. Correctly calls in prescriptions or prescription refills as requested by appropriate dental staff.
19. Adheres to Tribe's and Program's confidentiality and personnel policies.
20. Be available for local and out of the area travel as required for job related training and various activities.
21. Attends all required meetings, trainings and functions.
22. Be polite and maintain a priority system in accepting other job-related duties, as assigned.

Qualifications:

1. Demonstrated ability to work effectively with Native American youth and family members in culturally diverse environments.
2. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
3. Demonstrates the ability to manage time well and work under stressful conditions with an even temperament.
4. Demonstrated ability to understand and follow oral and written instructions.

Requirements:

1. Must have High School Diploma or equivalent.
2. Must possess a valid driver’s license, good driving record and be insurable by the Tribe’s insurance carrier.
3. Possess working knowledge and ability to use various software including, spreadsheets, office equipment and general computer usage.
4. Must possess excellent telephone skills. Must have good written and verbal communication skills.
5. Must adhere to confidentiality and all Health Information Portability and Protection Act (HIPAA) policies & regulations.
6. Must become within 6 months and remain certified in adult and child Cardiopulmonary Resuscitation (CPR) from the American Heart Association or American Red Cross and Basic Life Support (BLS).
7. Must have the ability to comprehend and follow Karuk Tribal Health Program’s policies and procedures.
8. Must provide documentation of immunity to measles, and rubella, or become vaccinated with the recommended vaccines and hepatitis B vaccine. Must test for Tuberculosis (TB) at time of hire and per Nation Centers for Disease Control (CDC) guidelines as required. Must have an annual health exam and a Flu or exemption as required.
9. Must be a self-starter, well organized, and willing to learn new skills.

10. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
11. Must successfully pass a pre-employment drug screening test.
12. Must adhere to required pre-employment background check, crim check and FBI fingerprints. Additionally, (IF applicable): Investigation of character as required by the Indian Child Protection and Family Violence Act (ICPFVP). The minimum standards require an investigation that shall include: a check of fingerprint files of the Federal Bureau of Investigation (FBI) and to appropriate local law enforcement agencies. The applicant must not have been found guilty of, or entered a plea of no contest or guilty plea to any felonious offenses or two or more misdemeanor offenses under Federal, State, or Tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; an offense committed against children.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Veteran's Preference: It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

Committee Approved: November 23, 2026

Employee Signature: Date: _____

Form Approved by Council 11/20/25